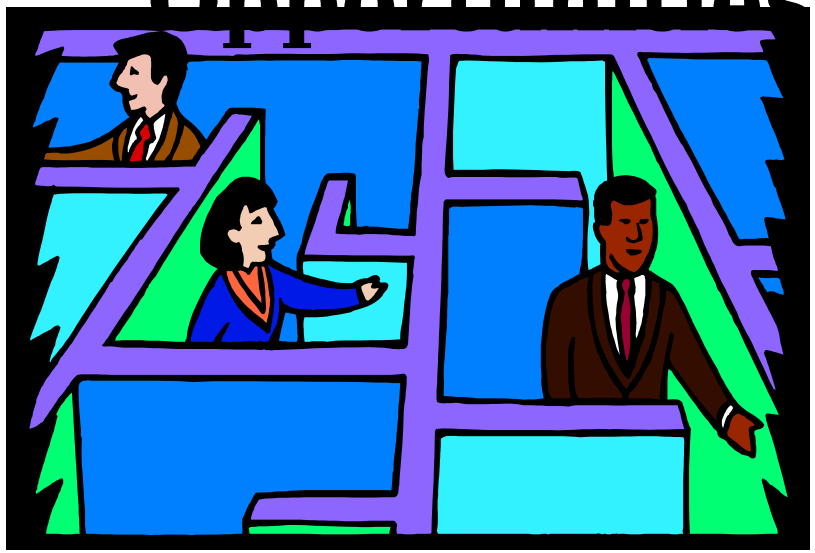
Personal Action Planning

Great Ideas, Strengths, and Opportunities



“What am I going to do when I get back to my base?”

Great Ideas and “ah ha’s”

- Write down your great ideas.
- Keep track of things you want to do when you get back.
- Identify strengths and skills you want to improve upon.

<u>3 minutes at the end of each lesson</u>

Community Readiness Consultant Course

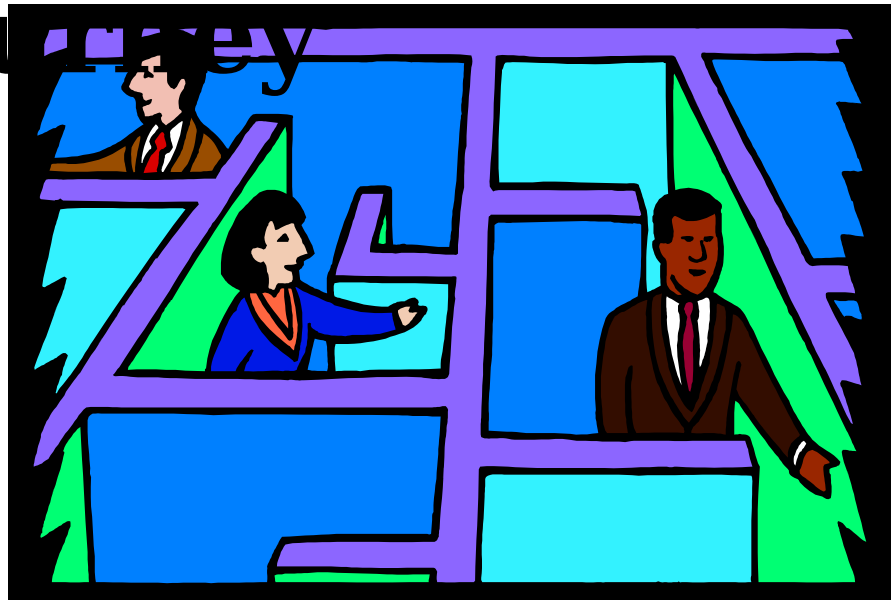
Great Ideas Form

Great Idea for me or the FSC Team:	**Where I/we can use it:**
In this column, write down the idea and where you found it or who gave it to you.	In this column, write how and where you think you or the FSC Team might use the idea.
Knowledge, Skills, Abilities (KSA) MASTERED:	
Write down KSA where you really are at strength. You will not work on these again so make sure you are correct.	
KSA I want to STRENGTHEN:	**How I will accomplish this:**
Keep track of the KSA you would like to gain or strengthen to help you as a CRC/T.	Write down how you will accomplish each goal (e.g., attend a class, read a book, talk with an expert, watch someone, go to a conference, etc.)
KSA I want to ACQUIRE:	**How I will accomplish this:**
Keep track of the KSA you would like to acquire.	Write down how you will accomplish each goal.

See blank form on the next two pages

Personal Action Planning

Completing this journey



and making plans

Why is this important?

<u>This planning session will help you:</u>

- transfer what you have learned this week to your job.
- think about things you can do to be a change agent and positive force in your organization over the coming months.
- identify skills you would like to develop.

Lesson Objective

Given the information and skills you have gained during this past week from the instructors, the materials, and your colleagues, describe the actions you plan to take:

a. within the first month of your return from this course,

b. within 2-6 months, and

c. over the next year.

Inputs to Your Plan

Review:

- Exercise products and results
- *Great Ideas Form*
- *"List of Things to Consider When Writing Your Action Plan"*
- Time allocation exercise forms
- Your notes

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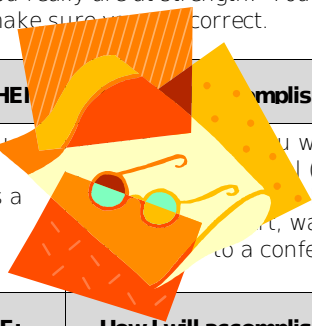

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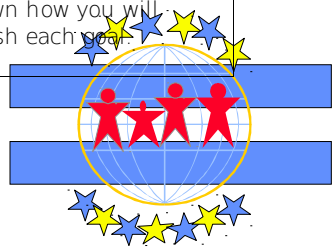

Your Personal Action Plan

Examples of what you might plan to do to:

- Brief your Flight Chief and the rest of the staff on your most significant “take-aways” and incites from this course.
- Read and analyze certain relevant information and data sources that can help you do your job better.
- Develop or strengthen your technical and people skills.
- Follow up on career development activities you outlined during the course and want to pursue.
- Work with individuals in the formal and informal community and leadership to improve community readiness.

Here is what to do

Part 1:

- Reflect on your learning and development experiences this week.
- Review your course materials, exercises, notes, *Great Ideas Form, etc.*
- Locate your *Personal Action Planning Worksheet*.
- Complete the worksheet by describing activities YOU plan to complete upon returning to your installation.
- You have 30 minutes for the individual work part of this exercise.

Here is what to do

Part 2:

- Meet with your colleagues in your small group and discuss actions you plan to take when you return to your base.
- Add new ideas from your colleagues to your list of actions.
- Be prepared to discuss some of your planned actions with the large group.
- You have 30 minutes for this small group part of the exercise. Make sure everyone gets a chance to share their ideas.